

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of Richmond

**PHA Number:** KY016

**PHA Fiscal Year Beginning:** (mm/yyyy) 06/2000

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:  
☐ Apply for additional rental vouchers:  
☒ Reduce public housing vacancies:  
☐ Leverage private or other public funds to create additional housing opportunities:  
☒ Acquire or build units or developments  
☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:  
☒ Improve public housing management: (PHAS score) 94.00  
☐ Improve voucher management: (SEMAP score)  
☒ Increase customer satisfaction:

- ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - x☐ Renovate or modernize public housing units:
  - x☐ Demolish or dispose of obsolete public housing:
  - x☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
- ☐ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
  - ☐ Conduct outreach efforts to potential voucher landlords
  - ☐ Increase voucher payment standards
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

### **HUD Strategic Goal: Improve community quality of life and economic vitality**

- x☐ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - x☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - x☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- x☐ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- x☐ Increase the number and percentage of employed persons in assisted families:

- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- x☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - x☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

- ☒ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**N/A No longer required**

**iii. Annual Plan Table of Contents – ATTACHMENT KY016b02**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

	<u>Page #</u>
<b>Annual Plan</b>	
Table of Contents	
Five Year Plan	1-1 to 1-3
Housing Needs	2-1 to 2-4
Financial Resources	3-1
Policies on Eligibility, Selection and Admissions	4-1
Rent Determination Policies	5-1
Capital Improvement Needs	6-1 to 6-13
Demolition and Disposition	7-1
Crime and Safety	8-1 to 8-4
Pets	9-1
Civil Rights Certifications	10-1

Audit	11-1
Resident and Public Comments	12-1 to 12-4
Consistency with Consolidated Plan	13-1
Drug Free Workplace Certification	14-1

### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☒ Admissions Policy for Deconcentration Attachment KY016g02  
☒ FY 2000 Capital Fund Program Annual Statement Attachment KY016e02  
☐

#### Optional Attachments:

- ☐  
☒ FY 2000 Capital Fund Program 5 Year Action Plan Attachment KY016h02  
☒ Public Housing Drug Elimination Program (PHDEP) Plan Attachment  
 KY016f02  
☒ Comments of Resident Advisory Board or Boards Attachment KY016d02  
☐ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents x <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development x <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures x <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
x	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

**A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	1400	3	3	4	4	4	4
Income >30% but <=50% of AMI	909	3	3	4	4	4	4
Income >50% but <80% of AMI	522						
Elderly	439	N/a	N/a	N/a	1	3	3
Families with Disabilities		N/a	N/a	N/a	1	3	3
Race/Ethnicity W							
Race/Ethnicity B	149						
Race/Ethnicity H	23						
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s  
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
x <input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	17		133
Extremely low income <=30% AMI	15	88%	
Very low income (>30% but <=50% AMI)	2	12%	
Low income (>50% but <80% AMI)	0		
Families with children	12	71%	
Elderly families	0		
Families with Disabilities	3	18%	
Race/ethnicity-single	2	12%	
Race/ethnicity-white	15	88%	
Race/ethnicity-black	1	6%	
Race/ethnicity-hisp	1	6%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3	18%	
2 BR	9	53%	
3 BR	4	24%	
4 BR	1	6%	
5 BR	0		
5+ BR	0		
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- x ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- x ☐ Employ admissions preferences aimed at families who are working

- ☒ Adopt rent policies to support and encourage work  
☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly  
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available  
☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities  
☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing  
☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available  
☐ Affirmatively market to local non-profit agencies that assist families with disabilities  
☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs  
☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) Public Housing Operating Fund	238,362	
b) Public Housing Capital Fund	360,230	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	67,500	
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CGP 707-99	352,059	
CGP 706-98	31,844	
<b>3. Public Housing Dwelling Rental Income</b>	566,460	Operations
Excess utilities	38,500	
<b>4. Other income (list below)</b>		
Investment income	26,120	Operations
Entrepreneurial activities	13,250	Operations
<b>4. Non-federal sources (list below)</b>		
Bond refinancing	119,350	Planned Home Ownership
<b>Total resources</b>	2,166,729	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐

When families are within a certain number of being offered a unit: (state number)

☐

When families are within a certain time of being offered a unit: (state time)

☒

Other: (describe)-Part of the application process before placed on the waiting list.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒

Criminal or Drug-related activity

☒

Rental history

☒

Housekeeping

☐

Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☒

Community-wide list

☐

Sub-jurisdictional lists

☐

Site-based waiting lists

☐

Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☒ PHA development site management office  
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - ☐ PHA main administrative office
  - ☐ All PHA development management offices
  - ☐ Management offices at developments with site-based waiting lists
  - ☐ At the development to which they would like to apply
  - ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

x ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- x ☐ Emergencies  
☐ Overhoused  
☐ Underhoused  
x ☐ Medical justification  
x ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. x ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
x ☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- x ☐ Working families and those unable to work because of age or disability  
x ☐ Veterans and veterans' families  
☐ Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1 ☐ Working families and those unable to work because of age or disability
- 1 ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- x ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy  
☐ PHA briefing seminars or written materials  
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal  
☒ Any time family composition changes  
☒ At family request for revision  
☐ Other (list)

#### **(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

- b. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☐ Other (describe below)

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
- ☐ Other (list below)

### **(3) Search Time**

- a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

### **(4) Admissions Preferences**



a. Income targeting

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner,  
Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☐ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- x☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Flat rents

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

Flat Rent

20% income exclusion

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☒ For transportation expenses  
☒ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments  
☐ Yes but only for some developments  
x ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments  
☐ For all general occupancy developments (not elderly or disabled or elderly only)  
☐ For specified general occupancy developments  
☐ For certain parts of developments; e.g., the high-rise portion  
☐ For certain size units; e.g., larger bedroom sizes  
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study  
☐ Fair market rents (FMR)  
☐ 95<sup>th</sup> percentile rents  
☐ 75 percent of operating costs  
☐ 100 percent of operating costs for general occupancy (family) developments  
☐ Operating costs plus debt service  
☐ The "rental value" of the unit  
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
x ☒ Any time the family experiences an income increase  
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing  
☒ Survey of rents listed in local newspaper  
☒ Survey of similar unassisted units in the neighborhood  
☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR  
☐ 100% of FMR  
☐ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ The PHA has chosen to serve additional families by lowering the payment standard

- ☐ Reflects market or submarket  
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ Reflects market or submarket  
☐ To increase housing options for families  
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families  
☐ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached. Not required for High Performing Housing Authorities.
- ☐ A brief description of the management structure and organization of the PHA follows:

### B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	294	
Section 8 Vouchers	N/a	
Section 8 Certificates	N/a	
Section 8 Mod Rehab	N/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/a	
Public Housing Drug Elimination Program (PHDEP)	294	
Other Federal Programs(list individually)		
CGP 705-706	307	
CGP 707	307	

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)



(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☒ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

X ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment KY016e02

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. x ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:  
Replacement housing of two units using refinancing funds for KY16-001.

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Dillingham Heights
1b. Development (project) number: KY16-002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: The Housing Authority of Richmond is exercising its statutory right to demolish the lesser of 5 or 5% of its units over a five year period without HUD approval.
5. Number of units affected: 4
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: No later than May 31, 2001

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?

6. Number of units affected:
7. Coverage of action (select one)
- ☐ Part of the development
- ☐ Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment?
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If

“No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a



streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

x ☐ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

07/01/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- x ☐ Client referrals  
x ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)

- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

**a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

**b. Economic and Social self-sufficiency programs**

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

**Services and Programs**

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

## **C. Welfare Benefit Reductions**

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
  - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination

- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports

- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)  
Smith Village; Robinson Terrace; Dillingham Heights

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)  
Smith Village; Robinson Terrace; Dillingham Heights

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- x ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- x ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- x ☐ Yes ☐ No: This PHDEP Plan is an Attachment. Attachment Filename: KY016f02

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), this Section is not being submitted until HUD completes its rulemaking process and we have had a chance to effectively deal with the new requirements

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. x ☐ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?  
(If no, skip to component 17.)
2. x ☐ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes x ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes x ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes x ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☒ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (File name) KY016d02
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
- List changes below:

☐ Other: (list below)

Time line changes-re-prioritize according to resident request

## **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations  
☐ Candidates could be nominated by any adult recipient of PHA assistance  
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot  
☒ Other: (describe)  
Appointed by Mayor if slot is open

b. Eligible candidates: (select one)

- ☒ Any recipient of PHA assistance  
☐ Any head of household receiving PHA assistance  
☐ Any adult recipient of PHA assistance  
☐ Any adult member of a resident or assisted family organization  
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☒ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
☐ Representatives of all PHA resident and assisted family organizations  
☐ Other (list)

## **C. Statement of Consistency with the Consolidated Plan**



For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

Kentucky Housing Corporation Commonwealth of Kentucky

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Modernize kitchens

Enhance curb appeal

Safety & Security Measures

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

Admission and Continued Occupancy Policy (ACOP)	Attachment KY016a02
Five Year Plan	Attachment KY016b02
Resident Comments	Attachment KY016d02
FY2000 Capital Fund Program Annual Statement	Attachment KY016e02
PHDEP Template	Attachment KY016f02
Admission Policy for Deconcentration	Attachment KY016g02
FY2000 Capital Fund Program 5 Year Activity Plan	Attachment KY016h02
Most Recent Board Approved Operating Budget	Attachment KY016i02
Not Applicable Sections for High Performing HA's	Attachment KY016j02
PHA Certification of Compliance with the PHA Plans	Attachment KY016k02
And Related Regulations Board Resolution	



# **HOUSING AUTHORITY OF RICHMOND**

## **ACOP TABLE OF CONTENTS – MARCH 2000**

---

<b>1.0</b>	<b>FAIR HOUSING.....</b>	<b>5</b>
<b>2.0</b>	<b>REASONABLE ACCOMODATION.....</b>	<b>5</b>
<b>2.1</b>	<b>COMMUNICATION .....</b>	<b>6</b>
<b>2.2</b>	<b>QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION .....</b>	<b>6</b>
<b>3.0</b>	<b>SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS</b>	
	<b>AND RESIDENTS .....</b>	<b>7</b>
<b>4.0</b>	<b>FAMILY OUTREACH.....</b>	<b>8</b>
<b>5.0</b>	<b>RIGHT TO PRIVACY.....</b>	<b>8</b>
<b>6.0</b>	<b>REQUIRED POSTINGS.....</b>	<b>8</b>
<b>7.0</b>	<b>TAKING APPLICATIONS.....</b>	<b>9</b>
<b>8.0</b>	<b>ELIGIBILITY FOR ADMISSION .....</b>	<b>10</b>
<b>8.1</b>	<b>INTRODUCTION.....</b>	<b>10</b>
<b>8.2</b>	<b>ELIGIBILITY CRITERIA .....</b>	<b>11</b>
<b>8.3</b>	<b>SUITABILITY.....</b>	<b>14</b>
<b>8.4</b>	<b>GROUND FOR DENIAL .....</b>	<b>15</b>
<b>8.5</b>	<b>INFORMAL REVIEW .....</b>	<b>17</b>
<b>9.0</b>	<b>MANAGING THE WAITING LIST.....</b>	<b>18</b>
<b>9.1</b>	<b>OPENING AND CLOSING THE WAITING LIST.....</b>	<b>18</b>
<b>9.2</b>	<b>ORGANIZATION OF THE WAITING LIST .....</b>	<b>18</b>
<b>9.3</b>	<b>PURGING THE WAITING LIST.....</b>	<b>18</b>
<b>9.4</b>	<b>REMOVAL OF APPLICANTS FROM THE WAITING LIST.....</b>	<b>19</b>
<b>9.5</b>	<b>MISSED APPOINTMENTS .....</b>	<b>19</b>
<b>9.6</b>	<b>NOTIFICATION OF NEGATIVE ACTIONS .....</b>	<b>19</b>
<b>10.0</b>	<b>TENANT SELECTION AND ASSIGNMENT PLAN .....</b>	<b>20</b>
<b>10.1</b>	<b>PREFERENCES .....</b>	<b>20</b>
<b>10.2</b>	<b>ASSIGNMENT OF BEDROOM SIZES .....</b>	<b>20</b>
<b>10.3</b>	<b>SELECTION FROM THE WAITING LIST.....</b>	<b>22</b>
<b>10.4</b>	<b>DECONCENTRATION POLICY.....</b>	<b>22</b>
<b>10.5</b>	<b>DECONCENTRATION INCENTIVES .....</b>	<b>23</b>
<b>10.6</b>	<b>OFFER OF A UNIT .....</b>	<b>23</b>

10.7	REJECTION OF UNIT .....	23
10.8	ACCEPTANCE OF UNIT .....	24
11.0	INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS	
	FROM INCOME.....	25
11.1	INCOME .....	25
11.2	ANNUAL INCOME.....	27
11.3	DEDUCTIONS FROM ANNUAL INCOME .....	31
12.0	VERIFICATION.....	32
12.1	ACCEPTABLE METHODS OF VERIFICATION .....	32
12.2	TYPES OF VERIFICATION .....	33
12.3	VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS .....	35
12.4	VERIFICATION OF SOCIAL SECURITY NUMBERS.....	36
12.5	TIMING OF VERIFICATION .....	37
12.6	FREQUENCY OF OBTAINING VERIFICATION.....	37
13.0	DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT.....	38
13.1	FAMILY CHOICE .....	38
13.2	THE FORMULA METHOD.....	38
13.3	MINIMUM RENT.....	39
13.4	THE FLAT RENT.....	40
13.5	RENT FOR FAMILIES UNDER THE NONCITIZEN RULE.....	40
13.6	UTILITY ALLOWANCE .....	41
13.7	PAYING RENT .....	42
14.0	CONTINUED OCCUPANCY AND COMMUNITY SERVICE .....	41
15.0	RECERTIFICATIONS .....	42
15.1	GENERAL .....	42
15.2	MISSED APPOINTMENTS .....	43
15.3	FLAT RENTS .....	43
15.4	THE FORMULA METHOD .....	44
15.5	EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS .....	45
15.6	INTERIM REEXAMINATIONS .....	45
15.7	SPECIAL REEXAMINATIONS .....	46
15.8	EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS .....	46
16.0	UNIT TRANSFERS .....	46
16.1	OBJECTIVES OF THE TRANSFER POLICY.....	46
16.2	CATEGORIES OF TRANSFERS .....	47

<b>16.3</b>	<b>DOCUMENTATION.....</b>	<b>47</b>
<b>16.4</b>	<b>INCENTIVE TRANSFERS .....</b>	<b>48</b>
<b>16.5</b>	<b>PROCESSING TRANSFERS .....</b>	<b>48</b>
<b>16.6</b>	<b>COST OF THE FAMILY'S MOVE.....</b>	<b>49</b>
<b>16.7</b>	<b>TENANTS IN GOOD STANDING.....</b>	<b>50</b>
<b>16.8</b>	<b>TRANSFER REQUESTS.....</b>	<b>50</b>
<b>16.9</b>	<b>RIGHT OF THE HOUSING AUTHORITY OF RICHMOND IN TRANSFER POLICY.....</b>	<b>51</b>
<b>17.0</b>	<b>INSPECTIONS .....</b>	<b>51</b>
<b>17.1</b>	<b>MOVE-IN INSPECTIONS .....</b>	<b>51</b>
<b>17.2</b>	<b>ANNUAL INSPECTIONS.....</b>	<b>51</b>
<b>17.3</b>	<b>PREVENTATIVE MAINTENANCE INSPECTIONS .....</b>	<b>51</b>
<b>17.4</b>	<b>SPECIAL INSPECTIONS.....</b>	<b>52</b>
<b>17.5</b>	<b>HOUSEKEEPING INSPECTIONS.....</b>	<b>52</b>
<b>17.6</b>	<b>NOTICE OF INSPECTION .....</b>	<b>52</b>
<b>17.7</b>	<b>EMERGENCY INSPECTIONS .....</b>	<b>52</b>
<b>17.8</b>	<b>PRE-MOVE-OUT INSPECTIONS.....</b>	<b>52</b>
<b>17.9</b>	<b>MOVE-OUT INSPECTIONS .....</b>	<b>52</b>
<b>18.0</b>	<b>PET POLICY.....</b>	<b>53</b>
<b>19.0</b>	<b>REPAYMENT AGREEMENTS .....</b>	<b>53</b>
<b>20.0</b>	<b>TERMINATION .....</b>	<b>53</b>
<b>20.1</b>	<b>TERMINATION BY TENANT.....</b>	<b>53</b>
<b>20.2</b>	<b>TERMINATION BY THE HOUSING AUTHORITY .....</b>	<b>53</b>
<b>20.3</b>	<b>ABANDONMENT .....</b>	<b>54</b>
<b>20.4</b>	<b>RETURN OF SECURITY DEPOSIT.....</b>	<b>55</b>



# **ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

---

This Admissions and Continued Occupancy Policy defines the Housing Authority of Richmond's policies for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

## **1.0 FAIR HOUSING**

It is the policy of the Housing Authority of Richmond to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority of Richmond's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority of Richmond will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority of Richmond office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of Richmond will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Housing Authority of Richmond will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

## **2.0 REASONABLE ACCOMODATION**

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority of Richmond housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Housing Authority of Richmond will follow in



determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority of Richmond will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

## **2.1 COMMUNICATION**

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

## **2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION**

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Housing Authority of Richmond will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Housing Authority of Richmond will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority of Richmond will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

7. 1. Would the accommodation constitute a fundamental alteration? The

Housing Authority of Richmond's business is housing. If the request would alter the fundamental business that the Housing Authority of Richmond conducts, that would not be reasonable. For instance, the Housing Authority of Richmond would deny a request to have the Housing Authority of Richmond do grocery shopping for a person with disabilities.

8.

9. 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Housing Authority of Richmond may request a meeting with the individual to investigate and consider equally effective alternatives.

- D. Generally the individual knows best what it is they need; however, the Housing Authority of Richmond retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority of Richmond's programs or services.

If more than one accommodation is equally effective in providing access to the Housing Authority of Richmond's programs and services, the Housing Authority of Richmond retains the right to select the most efficient or economic choice.

7. The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Housing Authority of Richmond if there is no one else willing to pay for the modifications. If another party pays for the modification, the Housing Authority of Richmond will seek to have the same entity pay for any restoration costs.
7. If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Housing Authority of Richmond will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

### **3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS**

The Housing Authority of Richmond will endeavor to have bilingual staff or access to people who speak languages other than English in order to assist non-English speaking families. The following languages shall be covered:

Spanish

## **4.0 FAMILY OUTREACH**

The Housing Authority of Richmond will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the Housing Authority of Richmond will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority of Richmond will also try to utilize public service announcements.

The Housing Authority of Richmond will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

## **5.0 RIGHT TO PRIVACY**

All adult members of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant.

## **6.0 REQUIRED POSTINGS**

In each of its offices, the Housing Authority of Richmond will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the waiting list (opened or closed)

- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- K. Equal Opportunity in Employment Poster
- L. Any current The Housing Authority of Richmond Notices

## 7.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at:

<b>Willis Manor</b>	<b>Robinson Terrace</b>	<b>Smith Village</b>
<b>502 Ellis Court</b>	<b>100 Robinson Terrace</b>	<b>429 Smith Village</b>
<b>Richmond, KY 40475</b>	<b>Richmond, KY 40475</b>	<b>Richmond, KY 40475</b>
<b>(606) 623-5968</b>	<b>(606) 623-4272</b>	<b>(606) 623-1321</b>
<b>7:30 a.m.-4:00 p.m.</b>	<b>9:30 a.m. – 3:00 p.m.</b>	<b>9:30 a.m. – 3:00 p.m.</b>

Applications are taken to compile a waiting list. Due to the demand for housing in the Housing Authority of Richmond jurisdiction, the Housing Authority of Richmond may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Housing Authority of Richmond will verify the information.

Applications may be made in person at the locations listed above. Applications will be mailed to interested families upon request.

The completed application will be dated and time stamped upon its return to the Housing Authority of Richmond.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority of Richmond to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is 1-800-648-6057.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's application, the Housing Authority of Richmond will make a preliminary determination of eligibility. The Housing Authority of Richmond will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If the Housing Authority of Richmond determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority of Richmond will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Housing Authority of Richmond will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

## **8.0 ELIGIBILITY FOR ADMISSION**

### **8.1 INTRODUCTION**

- 1.
2. There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria,

provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Housing Authority of Richmond screening criteria in order to be admitted to public housing.

3.

## 8.2 **ELIGIBILITY CRITERIA**

7.

### 8. A. Family status.

1. A **family with or without children** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.

1. a. Children temporarily absent from the home due to placement in foster care are considered family members.

2.

- b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.

1. 2. An **elderly family**, which is:

2.

- a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
- b. Two or more persons who are at least 62 years of age living together; or
- c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near-elderly family**, which is:

- a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
- b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
- c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

4. A **disabled family**, which is:

- a. A family whose head, spouse, or sole member is a person with disabilities;
- b. Two or more persons with disabilities living together; or
- c. One or more persons with disabilities living with one or more live-in aides.

6. **A remaining member of a tenant family.**

- 1. 7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

7. B. Income eligibility

- 1. 1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.

- 1. 2. To be eligible for admission to developments or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.

- 1. 3. Income limits apply only at admission and are not applicable for continued occupancy.

- 1. 4. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Housing Authority of Richmond.

2.

- 3. 5. If the Housing Authority of Richmond acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.

- 1. 6. Income limit restrictions do not apply to families transferring within our Public Housing Program.

1. 7. If there are no eligible families on the waiting list and the Housing Authority of Richmond has published a 30-day notice of available units in at least one newspaper of general circulation, families above the applicable income limit may be housed. They must vacate the unit if an eligible family applies.

7. C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
  1. a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
  - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
  - c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

7. D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

7. E. Signing Consent Forms

3. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
  - a. A provision authorizing HUD or the Housing Authority of Richmond to obtain from State Wage Information Collection Agencies (SWICAs)



any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and

- b. A provision authorizing HUD or the Housing Authority of Richmond to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
- c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

### **8.3 SUITABILITY**

7.

- 8. A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Housing Authority of Richmond will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, The Housing Authority of Richmond employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

- 7. B. The Housing Authority of Richmond will consider objective and reasonable aspects of the family's background, including the following:

- 4. 1. History of meeting financial obligations, especially rent;

5.

- 6. 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;

- 4. 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

4. 3. History of disturbing neighbors or destruction of property;
  4. 4. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
  4. 5. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Housing Authority of Richmond will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority of Richmond will verify the information provided. Such verification may include but may not be limited to the following:
4. 1. A credit check of the head, spouse and co-head;
  5. 2. A rental history check of all adult family members;
  7. 3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority of Richmond may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
  9. 4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
  11. 5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

#### **8.4 GROUND S FOR DENIAL**

The Housing Authority of Richmond is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;

- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority of Richmond may waive this requirement if:
  - 1. The person demonstrates to the Housing Authority of Richmond's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;

- 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
  - 3. Has otherwise been rehabilitated successfully; or
  - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any The Housing Authority of Richmond staff or residents;
  - N. Have a household member who has ever been evicted from public housing;
  - O. Have a family household member who has been terminated under the certificate or voucher program;
  - P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
  - Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

## 8.5 ***INFORMAL REVIEW***

- A. If the Housing Authority of Richmond determines that an applicant does not meet the criteria for receiving public housing assistance, the Housing Authority of Richmond will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 5 business days of the denial. The Housing Authority of Richmond will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Housing Authority of Richmond, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Housing Authority of Richmond's decision. The Housing Authority of Richmond must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that the Housing Authority of Richmond provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must

be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

## **9.0 MANAGING THE WAITING LIST**

### **9.1 *OPENING AND CLOSING THE WAITING LIST***

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

### **9.2 *ORGANIZATION OF THE WAITING LIST***

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- C. Any contacts between the Housing Authority of Richmond and the applicant will be documented in the applicant file.

### **9.3 *PURGING THE WAITING LIST***

The Housing Authority of Richmond will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the

Housing Authority of Richmond has current information, i.e. applicant's address, family composition, income category, and preferences.

#### **9.4 REMOVAL OF APPLICANTS FROM THE WAITING LIST**

The Housing Authority of Richmond will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

#### **9.5 MISSED APPOINTMENTS**

All applicants who fail to keep a scheduled appointment with the Housing Authority of Richmond will be sent a notice of termination of the process for eligibility.

The Housing Authority of Richmond will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Housing Authority of Richmond will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

#### **9.6 NOTIFICATION OF NEGATIVE ACTIONS**

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of Richmond, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of Richmond system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Housing Authority of Richmond will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

## 10.0 TENANT SELECTION AND ASSIGNMENT PLAN

### 10.1 PREFERENCES

The Housing Authority of Richmond will select families based on the following preferences within each bedroom size category:

- A. Working families
- B. Veterans
- C. Proven Victims of Domestic Violence

All preferences shall be weighted the same.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

### 10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or overhousing:

Number of Bedrooms	Number of Persons
--------------------	-------------------

	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Housing Authority of Richmond will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex **will not** share a bedroom.
- B. Children of the opposite sex, both under the age of **2** will share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Housing Authority of Richmond will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 2 years or until the family size changes, whichever may occur first.



- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The Housing Authority of Richmond will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

### ***10.3 SELECTION FROM THE WAITING LIST***

The Housing Authority of Richmond shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

### ***10.4 DECONCENTRATION POLICY***

It is The Housing Authority of Richmond's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of Richmond will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

## ***10.5 DECONCENTRATION INCENTIVES***

The Housing Authority of Richmond may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

## ***10.6 OFFER OF A UNIT***

When the Housing Authority of Richmond discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Housing Authority of Richmond will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority of Richmond regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority of Richmond will send the family a letter documenting the offer and the rejection.

## ***10.7 REJECTION OF UNIT***

If in making the offer to the family the Housing Authority of Richmond skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized. If a family is offered a unit and has refused an apartment for three times, application will be withdrawn.

If the Housing Authority of Richmond did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep

their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

## **10.8 ACCEPTANCE OF UNIT**

The family will be required to sign a lease that will become effective no later than three (5) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later, unless monetary circumstances prevent the family from having the money, another 5 days will be added.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the rent collection policy, utility allowances, utility charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Housing Authority of Richmond will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be:

- A.     **\$100.00 for Robinson Terrace, Smith Village and Dillingham Heights.**
- B.     **\$50.00 for Willis Manor.**

In exceptional situations, the Housing Authority of Richmond reserves the right to allow a new resident to pay their security deposit in up to two (2) payments. One-half shall be paid in

advance, one-half with their second rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges. A transfer fee of \$50.00 will be assessed to the resident for any transfer except for transfers due to appropriate bedroom size, maintenance related issues or medical reasonable accomodation.

## **11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME**

- 1.
2. To determine annual income, the Housing Authority of Richmond counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Housing Authority of Richmond subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

### ***11.1 INCOME***

1. Annual income means all amounts, monetary or not, that:
  - A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
  7. B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
  - C. Are not specifically excluded from annual income.
1. Annual income includes, but is not limited to:
  7. A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
  - 8.
  9. B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in

determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.

- 10.
11. C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- 12.
13. D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- 14.
15. E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- 16.
17. F. Welfare assistance.
  1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
    - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
    - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage,

the amount calculated under this requirement is the amount resulting from one application of the percentage.

2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
7. G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- 8.
9. H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)
- 10.

## **11.2 ANNUAL INCOME**

- 1.
2. Annual income does not include the following:
  - A. Income from employment of children (including foster children) under the age of 18 years;
  - B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
  - C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
  - D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
  - E. Income of a live-in aide;
  - F. The full amount of student financial assistance paid directly to the student or to the educational institution;

- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
1. Amounts received under training programs funded by HUD;
  2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
  4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
  5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
  6. Temporary, nonrecurring or sporadic income (including gifts);
  7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
  8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

9. Adoption assistance payments in excess of \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
  - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
    - i. Is authorized by a Federal, State or local law;
    - ii. Is funded by the Federal, State or local government;
    - iii. Is operated or administered by a public agency; and
    - iv. Has as its objective to assist participants in acquiring employment skills.
  - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
  - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
7. 11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
  8. 9. a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
  10. 11. b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
  - 12.



13. c. Families who are or were, within 6 months, assisted under a State TANF program.
12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
7. 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
7. 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
  - a. The value of the allotment of food stamps
  - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
  - c. Payments received under the Alaska Native Claims Settlement Act
  - d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
  - e. Payments made under HHS's Low-Income Energy Assistance Program
  - f. Payments received under the Job Training Partnership Act
  - g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
  - h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
  - i. Amount of scholarships awarded under Title IV including Work Study
  - j. Payments received under the Older Americans Act of 1965

- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the Americorps Program
- 1. p. Additional income exclusions provided by and funded by the Housing Authority of Richmond (20% deduction for first persons with wages; 10% for all others with wages).

The Housing Authority of Richmond will not provide exclusions from income in addition to those already provided for by HUD.

### ***11.3 DEDUCTIONS FROM ANNUAL INCOME***

The following deductions will be made from annual income:

- 7. A. \$480 for each dependent;
- 8.
- 9. B. \$400 for any elderly family or disabled family;
- 10.
- 11. C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- 12.
- 13. D. For any elderly or disabled family:
- 14.
- 15. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
- 16.
- 17. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's

- medical expenses;
- 18.
  19. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
  - 20.
  21. E. Child care expenses.

## **12.0 VERIFICATION**

The Housing Authority of Richmond will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

### **12.1 ACCEPTABLE METHODS OF VERIFICATION**

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Housing Authority of Richmond or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

When third party verification cannot be obtained, the Housing Authority of Richmond will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if the Housing Authority of Richmond has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the Housing Authority of Richmond will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

## **12.2 TYPES OF VERIFICATION**

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Housing Authority of Richmond will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
<b>General Eligibility Items</b>		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
<b>Value of and Income from Assets</b>		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
<b>Income</b>		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and	Letter from source, letter from organization receiving gift (i.e., if	Bank deposits, other similar



required to show proof of age.

7. Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Housing Authority of Richmond will make a copy of the individual's INS documentation and place the copy in the file. The Housing Authority of Richmond will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Housing Authority of Richmond will mail information to the INS in order that a manual check can be made of INS records.
7. Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.
7. Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.
7. Any family member who does not choose to declare their status must be listed on the statement of noneligible members.
- 8.
9. If no family member is determined to be eligible under this section, the family's eligibility will be denied.
7. The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.
7. If the Housing Authority of Richmond determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

#### **12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS**

7. Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.
7. The best verification of the Social Security number is the original Social Security card. If the card is not available, the Housing Authority of Richmond will accept letters from the Social Security Agency that establishes and states the number. Documentation from other

governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

7. If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. The Housing Authority of Richmond will not require any individual who does not have a Social Security number to obtain a Social Security number.
7. If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.
- 8.
9. If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

#### ***12.5 TIMING OF VERIFICATION***

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance. (Or, the Housing Authority will only verify and update those elements reported to have changed.)

#### ***12.6 FREQUENCY OF OBTAINING VERIFICATION***

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.



## **13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT**

### **13.1 FAMILY CHOICE**

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

7. A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
7. B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
  7. 1. The family's income has decreased.
  7. 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  7. 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

### **13.2 THE FORMULA METHOD**

- 7.
8. The total tenant payment is equal to the highest of:
  9.
    - A. 10% of monthly income;
    - B. 30% of adjusted monthly income; or
    - C. The welfare rent.
  - 7.
8. The family will pay the greater of the total tenant payment or the minimum rent of **\$50.00**, but never more than the flat rent.
- 9.
10. In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped

at 50 percent of the rent increase the family would have otherwise received.

### **13.3 MINIMUM RENT**

The Housing Authority of Richmond has set the minimum rent at **\$50.00**. However if the family requests a hardship exemption, the Housing Authority of Richmond will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
  - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
  - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
  - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  - 5. When a death has occurred in the immediate family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

#### **13.4 THE FLAT RENT**

The Housing Authority of Richmond has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The Housing Authority of Richmond determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The Housing Authority of Richmond will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

#### **13.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE**

- 7. A mixed family will receive full continuation of assistance if all of the following conditions are met:
  - A. The family was receiving assistance on June 19, 1995;
  - 7. B. The family was granted continuation of assistance before November 29, 1996;
  - C. The family's head or spouse has eligible immigration status; and
  - D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Housing Authority of Richmond will grant each family a period of six (6) months to find suitable affordable housing. If the family

cannot find suitable affordable housing, the Housing Authority of Richmond will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95<sup>th</sup> percentile of gross rents (tenant rent plus utility allowance) for the Housing Authority of Richmond. The 95<sup>th</sup> percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

### **13.6 UTILITY ALLOWANCE**

7. The Housing Authority of Richmond shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Housing Authority of Richmond will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

8.

For The Housing Authority of Richmond paid utilities, the Housing Authority of Richmond will monitor the utility consumption of each household. Any consumption in excess of the allowance established by the Housing Authority of Richmond will be billed to the tenant monthly.

7.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

1.

Families with high utility costs are encouraged to contact the Housing Authority of Richmond for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

7.

Requests for relief from surcharges for excess consumption of The Housing Authority of Richmond purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by the Housing Authority of Richmond on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

### **13.7 PAYING RENT**

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the housing development office. Reasonable accommodations for this requirement will be made for persons with disabilities.

If the rent is not paid by the 10th of the month, a \$10 late charge will be assessed to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge. A Notice to Vacate will be issued to the tenant if rent is not received by close of business on the 15<sup>th</sup> of the month.

## **14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

In compliance with the instructions of the Interim Rule on preparing the Agency Plan, this Section is not being submitted until HUD completes its rulemaking process and we have had a chance to effectively deal with the new requirements.

## **15.0 RECERTIFICATIONS**

At least annually, the Housing Authority of Richmond will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

### **15.1 GENERAL**

7. The Housing Authority of Richmond will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request

an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

- 8.
9. During the appointment, the Housing Authority of Richmond will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

### **15.2 MISSED APPOINTMENTS**

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the Housing Authority of Richmond taking eviction actions against the family.

### **15.3 FLAT RENTS**

The annual letter to flat rent payers regarding the reexamination process will state the following:

7. A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
7. B. The amount of the flat rent
7. C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- 8.
9. D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
7. E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
  7. 1. The family's income has decreased.

7. 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
7. 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
7. F. The dates upon which the Housing Authority of Richmond expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
7. G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
7. H. A certification for the family to sign accepting or declining the flat rent.
- 8.
9. Each year prior to their anniversary date, The Housing Authority of Richmond will send a reexamination letter to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, the Housing Authority of Richmond may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the Housing Authority of Richmond representative, they may make the selection on the form and return the form to the Housing Authority of Richmond. In such case, the Housing Authority of Richmond will cancel the appointment.

#### **15.4 THE FORMULA METHOD**

7. During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.
7. Upon receipt of verification, the Housing Authority of Richmond will determine the family's annual income and will calculate their rent as follows.
- 8.
9. The total tenant payment is equal to the highest of:
  - 10.
  - A. 10% of monthly income;
  - B. 30% of adjusted monthly income; or
  - C. The flat rent.
- 7.

8. The family will pay the greater of the total tenant payment or the minimum rent of **\$50.00**, but never more than the flat rent.

#### **15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS**

7. The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.
7. If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.
7. If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

#### **15.6 INTERIM REEXAMINATIONS**

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

7. Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations.
7. Families are required to report the following changes to the Housing Authority of Richmond between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.
  7. A. A member has been added to the family through birth or adoption or court-awarded custody.
  - 8.
  9. B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority of Richmond will determine the



eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 15.8.

7. Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority of Richmond will take timely action to process the interim reexamination and recalculate the tenant's rent.

### ***15.7 SPECIAL REEXAMINATIONS***

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (0 renters) or have a temporary decrease in income, the Housing Authority of Richmond may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

### ***15.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS***

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

7. If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.
7. If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.
- 8.

## **16.0 UNIT TRANSFERS**

### ***16.1 OBJECTIVES OF THE TRANSFER POLICY***

The objectives of the Transfer Policy include the following:

1. A. To address emergency situations.
1. B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
1. C. To facilitate a relocation when required for modernization or other management purposes.
1. D. To facilitate relocation of families with inadequate housing accommodations.
1. E. To provide an incentive for families to assist in meeting the Housing Authority of Richmond's deconcentration goal.
1. F. To eliminate vacancy loss and other expense due to unnecessary transfers.

## **16.2 CATEGORIES OF TRANSFERS**

1. Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.
1. Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.
1. Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain The Housing Authority of Richmond occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Housing Authority of Richmond when a transfer is the only or best way of solving a serious problem.

## **16.3 DOCUMENTATION**

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

## **16.4 INCENTIVE TRANSFERS**

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

Families living in multifamily developments have the opportunity to transfer to scattered-site housing. Families approved for such transfers will meet the following eligibility criteria:

7. A. Have been a tenant for three years;
7. B. For a minimum of one year, at least one adult family member is enrolled in an economic self-sufficiency program or is working at least thirty-five (35) hours per week, the adult family members are 62 years of age or older or are disabled or are the primary care givers to others with disabilities;
7. C. Adult members who are required to perform community service have been current in these responsibilities since the inception of the requirement or for one year which ever is less;
7. D. The family is current in the payment of all charges owed the Housing Authority of Richmond and has not paid late rent for at least one year;
7. E. The family passes a current housekeeping inspection and does not have any record of housekeeping problems during the last year;
7. F. The family has not materially violated the lease over the past two years by disturbing the peaceful enjoyment of their neighbors, by engaging in criminal or drug-related activity, or by threatening the health or safety of tenants or Housing Authority staff.
7. G. Participates in a series of classes conducted by the Housing Authority of Richmond on basic home and yard care.

## **16.5 PROCESSING TRANSFERS**

7. Transfers on the waiting list will be sorted by the above categories and within each category by date and time.
7. Transfers in category A and B will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category A will be housed ahead of transfers in category B.

7. Transfers in category C will be housed along with applicants for admission at a ratio of one transfer for every seven admissions.
7. Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.
- 8.
9. The following is the policy for the rejection of an offer to transfer:
10.
  11. A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
  - 12.
  13. B. If the transfer is being made at the request of the Housing Authority of Richmond and the family rejects two offers without good cause, the Housing Authority of Richmond will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Housing Authority of Richmond's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
  - 14.
  15. C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
  - 16.
  - D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

## **16.6 COST OF THE FAMILY'S MOVE**

7. The cost of the transfer generally will be borne by the family in the following circumstances:
  - 8.
  9. A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
  7. B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;

7. C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
7. D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.
7. The cost of the transfer will be borne by the Housing Authority of Richmond in the following circumstances:
  - A. When the transfer is needed in order to carry out rehabilitation activities; or
  7. 8. B. When action or inaction by the Housing Authority of Richmond has caused the unit to be unsafe or inhabitable.
  - 9.
  10. The responsibility for moving costs in other circumstances will be determined on a case by case basis.

#### **16.7 TENANTS IN GOOD STANDING**

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Housing Authority of Richmond. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

#### **16.8 TRANSFER REQUESTS**

7. A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Housing Authority of Richmond may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Housing Authority of Richmond will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.
- 8.
9. The Housing Authority of Richmond will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.
7. If the transfer is approved, the family's name will be added to the transfer waiting list.
7. If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

## ***16.9 RIGHT OF THE HOUSING AUTHORITY OF RICHMOND IN TRANSFER POLICY***

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

## **17.0 INSPECTIONS**

An authorized representative of the Housing Authority of Richmond and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the Housing Authority of Richmond file and a copy given to the family member. An authorized The Housing Authority of Richmond representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any The Housing Authority of Richmond damages to the unit.

### ***17.1 MOVE-IN INSPECTIONS***

The Housing Authority of Richmond and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

### ***17.2 ANNUAL INSPECTIONS***

The Housing Authority of Richmond will inspect each public housing unit annually to ensure that each unit meets the Housing Authority of Richmond's housing standards. Work orders will be submitted and completed to correct any deficiencies.

### ***17.3 PREVENTATIVE MAINTENANCE INSPECTIONS***

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

#### ***17.4 SPECIAL INSPECTIONS***

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Housing Authority of Richmond.

#### ***17.5 HOUSEKEEPING INSPECTIONS***

Generally, at the time of annual reexamination, or at other times as necessary, the Housing Authority of Richmond will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

#### ***17.6 NOTICE OF INSPECTION***

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Housing Authority of Richmond will give the tenant at least two (2) days written notice.

#### ***17.7 EMERGENCY INSPECTIONS***

If any employee and/or agent of the Housing Authority of Richmond has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

#### ***17.8 PRE-MOVE-OUT INSPECTIONS***

When a tenant gives notice that they intend to move, the Housing Authority of Richmond will offer to schedule a pre-move-out inspection with the family. The inspection allows the Housing Authority of Richmond to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Housing Authority of Richmond to ready units more quickly for the future occupants.

#### ***17.9 MOVE-OUT INSPECTIONS***

The Housing Authority of Richmond conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

## **18.0 PET POLICY**

In compliance with the instructions of the Interim Rule on preparing the Agency Plan, this Section is not being submitted until HUD completes its rulemaking process and we have had a chance to effectively deal with the new requirements.

## **19.0 REPAYMENT AGREEMENTS**

When a resident owes the Housing Authority of Richmond back charges and is unable to pay the balance by the due date, the resident may request that the Housing Authority of Richmond allow them to enter into a Repayment Agreement. The Housing Authority of Richmond has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

## **20.0 TERMINATION**

### ***20.1 TERMINATION BY TENANT***

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period.

### ***20.2 TERMINATION BY THE HOUSING AUTHORITY***

The Housing Authority of Richmond after 10/1/2000 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The Housing Authority of Richmond will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;



- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the Housing Authority of Richmond;
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and
- M. Other good cause.

The Housing Authority of Richmond will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

### **20.3 ABANDONMENT**

The Housing Authority of Richmond will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, a Housing Authority of Richmond representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored for at least 30 days and when it will be sold. If the Housing Authority of Richmond does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

If the total value of the property is estimated at less than **\$200.00**, the Housing Authority of Richmond will mail a notice of the sale or disposition to the resident and then wait **30**. Family pictures, keepsakes, and personal papers cannot be sold or disposed of until **30** days after the Housing Authority of Richmond mails the notice of abandonment.

If the estimated value of the property is more than **\$200.00**, the Housing Authority of Richmond will mail a notice of the sale or disposition to the resident and then wait **30** days before sale or disposition. Personal papers, family pictures, and keepsakes can be sold or disposed of at the same time as other property.

Any money raised by the sale of the property goes to cover money owed by the family to the Housing Authority of Richmond such as back rent and the cost of storing and selling the goods. If there is any money left over and the family's forwarding address is known the Housing Authority of Richmond will mail it to the family. If the family's address is not known, the Housing Authority of Richmond will keep it for the resident for one year. If it is not claimed within that time, it belongs to the Housing Authority of Richmond.

Within **30** days of learning of an abandonment, the Housing Authority of Richmond will either return the deposit or provide a statement of why the deposit is being kept.

#### ***20.4 RETURN OF SECURITY DEPOSIT***

After a family moves out, the Housing Authority of Richmond will return the security deposit within **30** or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

The Housing Authority of Richmond will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within **30** days.

## GLOSSARY

**50058 Form:** The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

**1937 Housing Act:** The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

**Adjusted Annual Income:** The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

**Adult:** A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

**Allowances:** Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

**Annual Contributions Contract (ACC):** The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

**Annual Income:** All amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

**Applicant (applicant family):** A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

**As-Paid States:** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

**Assets:** The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

**Asset Income:** Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

**Certification:** The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

**Child:** For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

**Child Care Expenses:** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

**Citizen:** A citizen or national of the United States. (24 CFR 5.504(b))

**Consent Form:** Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

**Decent, Safe, and Sanitary:** Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

**Department:** The Department of Housing and Urban Development. (24 CFR 5.100)

**Dependent:** A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

**Dependent Allowance:** An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

**Disability Assistance Expenses:** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

**Disability Assistance Expense Allowance:** In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

**Disabled Family:** A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

**Disabled Person:** See "person with disabilities."

**Displaced Family:** A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

**Displaced Person:** A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. [1937 Act]

**Drug-Related Criminal Activity:** Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

**Elderly Family:** A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

**Elderly Family Allowance:** For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

**Elderly Person:** A person who is at least 62 years of age. (1937 Housing Act)

**Extremely low-income families:** Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

**Fair Housing Act:** Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

**Family** includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

**Family Members:** All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

**Family Self-Sufficiency Program (FSS Program):** The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

**Flat Rent:** A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

**Formula Method:** A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

**Full-Time Student:** A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

**Head of Household:** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

**Household Members:** All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

**Housing Assistance Plan:** A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

**Imputed Income:** For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

**In-Kind Payments:** Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

**Interim (examination):** A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

**Live-In Aide:** A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

**Low-Income Families:** Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

**Medical Expenses:** Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

**Mixed Family:** A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

**Monthly Adjusted Income:** One twelfth of adjusted income. (24 CFR 5.603(d))

**Monthly Income:** One twelfth of annual income. (24 CFR 5.603(d))

**National:** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

**Near-Elderly Family:** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

**Net Family Assets:**

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will



not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

**Non-Citizen:** A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

**Occupancy Standards:** The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

**Person with Disabilities:** A person who:

A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;
2. Substantially impedes his or her ability to live independently; and
3. Is of such a nature that such ability could be improved by more suitable housing conditions, or

C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;

3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

**Proration of Assistance:** The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

**Public Housing Agency (PHA):** Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

**Recertification:** The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

**Remaining Member of a Tenant Family:** A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

**Self-Declaration:** A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

**Shelter Allowance:** That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

**Single Person:** Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

**State Wage Information Collection Agency (SWICA):** The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

**Temporary Assistance to Needy Families (TANF):** The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

**Tenant:** The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

**Tenant Rent:** The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

**Third-Party (verification):** Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

**Total Tenant Payment (TTP):**

- A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:
  - 1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :
    - a. 30% of the family's monthly adjusted income;
    - b. 10% of the family's monthly income; or
    - c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

**Utility Allowance:** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

**Utility Reimbursement:** The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

**Very Low-Income Families:** Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

**Welfare Assistance:** Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

## ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

## Appendix I

### Income Limits and Deconcentration Worksheet

Development Name	Number of Units Under ACC	Number of Occupied Units	Number of Units Occupied by Very Poor Families	% Occupied by Very Poor Families

**%Very Poor in**

**Census Tract**

**Target Number**

**Number Needed of below 30% of median area income**

**Number Needed above 30% of median area income**

**Waiting list number of families Appendix 2**

## **Annual Plan Table of Contents – Attachment KY016b01**

<b>Table of Contents</b>		<u>Page #</u>
<b>Annual Plan</b>		
Table of Contents		
Five Year Plan		1-1 to 1-3
Housing Needs		2-1 to 2-4
Financial Resources		3-1
Policies on Eligibility, Selection and Admissions	4-1	
Rent Determination Policies	5-1	
Capital Improvement Needs		6-1 to 6-13
Demolition and Disposition	7-1	
Crime and Safety		8-1 to 8-4
Pets		9-1
Civil Rights Certifications	10-1	
Audit		11-1
Resident and Public Comments		12-1 to 12-4
Consistency With Consolidated Plan		13-1
Drug Free Workplace Certification	14-1	

## **FIVE-YEAR PLAN**

---

### **MISSION STATEMENT**

The mission statement of the Housing Authority of Richmond is:

The mission of the Housing Authority of Richmond is to promote adequate, affordable housing, economic opportunity, and a suitable living environment for the families we serve, without discrimination. The Housing Authority of Richmond is committed to providing quality, affordable housing and services in an efficient and creative manner.

### **FIVE-YEAR GOALS**

The goals and objectives adopted by the Housing Authority of Richmond are:

**Goal One:** Manage the Housing Authority of Richmond's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

**Objectives:**

1. The Housing Authority of Richmond shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

**Goal Two:** Enhance the marketability of the Housing Authority of R public housing units and make public housing the affordable housing of choice for the very low-income residents of our community.

**Objectives:**

1. The Housing Authority of Richmond shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
2. The Housing Authority of Richmond shall become a more customer- oriented organization.



**Goal Three:** Provide a safe and secure environment in the Housing Authority of Richmond's public housing development while improving the resident and community perception of safety and security.

**1-1**

**Objectives:**

1. The Housing Authority of Richmond shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.

**Goal Four:** Maintain the Housing Authority of Richmond's real estate in a decent condition and deliver timely and high quality maintenance service to the residents of the Housing Authority.

**Objectives:**

1. The Housing Authority of Richmond shall create and implement a preventative maintenance plan by December 31, 2000.
2. The Housing Authority of Richmond shall create an appealing up-to-date environment in its developments by December 31, 2004.

**Goal Five:** The Housing Authority of Richmond shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

**Objectives:**

1. The Housing Authority of Richmond shall mix its public housing development populations as much as possible with respect to ethnicity, race, and income.

**Goal Six:** The Housing Authority of Richmond shall ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

**Objectives:**

1. The Housing Authority of Richmond shall implement an effective anti-fraud program by December 31, 2000.

**Goal Seven:** The Housing Authority of Richmond shall enhance the image of public housing in our community.

**Objectives:**

1. The Housing Authority of Richmond's leadership shall speak to at least

**1-2**

three civic religious, or fraternal groups a year between now and December 31, 2004, to explain how important they are to the community.

**Goal Eight:** The Housing Authority of Richmond shall improve access of public housing residents to services that support economic opportunity and quality of life.

**Objectives:**

1. The Housing Authority's community centers shall be more effectively utilized to provide resident services as measured by increasing their utilization to 50% of the time by December 31, 2004.

### 1-3 **NEEDS ASSESSMENT**

---

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is a moderate need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner.

The Housing Authority of Richmond used this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we are required to state how we intend to address our community's housing needs to the maximum extent practical. While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address our housing needs. Neither the Housing Authority of Richmond nor the Federal Government has the resources necessary to accomplish our objective. The only practical thing we can do is to apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development over the course of the next year. Whenever possible we will respond to HUD NOFAs (Notices of Funding Availability) to increase the amount of affordable housing in Richmond, KY.

## ANALYSIS OF THE PUBLIC HOUSING WAITING LIST

<b>Total Number of Families on the Waiting List</b>	<u>17</u>
<b>Bedroom Breakdown:</b>	
One Bedroom Applicants	<u>3</u>
Two Bedroom Applicants	<u>9</u>
Three Bedroom Applicants	<u>4</u>
Four Bedroom Applicants	<u>1</u>
Five Bedroom Applicants	<u> </u>
Six or more Bedroom Applicants	<u> </u>
<b>Income Distribution of Applicants:</b>	
Applicants between 50% and 80% of Median	<u>0</u>
Applicants between 30% and 49.9% of Median	<u>2</u>
Applicants at less than 30% of Median	<u>15</u>
<b>Number of Applicant Families Headed by an Elderly Person</b>	<u>0</u>
<b>Number of Applicant Families with a Person with a Disability</b>	<u>3</u>
<b>Racial/Ethnic Breakdown:</b>	

White (Non-Hispanic)	15
Black (Non-Hispanic)	1
American Indian/Native Alaskan	
Asian or Pacific Islander	
Hispanic	1
Other	

**Average Length of Time to Receive Housing (in months)**

**If waiting list is closed, date it closed**

2-2

## JURISDICTIONAL NEEDS ASSESSMENT TABLE

Table 1. Needs of Specific Families in the Jurisdiction			
	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	Good supply of Affordable units	Good supply of Affordable units	None
Supply of Housing		Currently have 10 Units available at Willis Manor	None
Quality of Housing	Units are of good Quality	Units are of good Quality	None
Accessibility	Good supply	Accessibility Units available	None

<b>Size</b>	<b>1 Bedroom Short supply</b>	<b>1 Bedroom and Efficiency units Available at Willis Manor</b>	<b>None</b>
<b>Location of Housing</b>	<b>Units scattered Throughout City Operates three Public Housing developments</b>	<b>Centrally located, Close to churches, grocery, etc.</b>	<b>None</b>

# PUBLIC HOUSING WAITING LIST NEEDS ASSESSMENT TABLE

<b>Table 2.</b> <b>Needs of Specific Families on the Public Housing Waiting List</b>			
	<b>EXTREMELY LOW INCOME</b>	<b>ELDERLY, DISABLED</b>	<b>RACIAL/ETHNIC GROUP</b>
<b>Affordability Issues</b>	Units are very Affordable to meet the Needs of families	None	None
<b>Supply of Housing</b>	None	None	None
<b>Quality of Housing</b>	Existing units are of good quality	None	None
<b>Accessibility</b>	Good	A need for ground Floor apartments	None
<b>Size</b>	Short supply of 1 Bedroom apartments	None – we have Efficiency and 1 bedroom units	None

<b>Location of Housing</b>	<b>Units scattered Throughout the City Operates 3 Public Housing developments</b>	<b>Located center of City close to churches, groceries, etc.</b>	<b>None</b>
----------------------------	---	--	-------------

2-4

STATEMENT OF FINANCIAL RESOURCES		
1	<b>Income/Receipts for Public Housing</b>	
2	Rental Income	566,460
3	Investment Income	26,120
4	Entrepreneurial Activities	13,250
5	Donations	
6	Leveraged Funds	
7	Operating Fund Receipts	238,362
8	Current Capital Fund Receipts	360,230
9	Prior Year Capital Fund Receipts	391,554
10	Current Drug Elimination Program Receipts	67,500
11	Prior Year Drug Elimination Receipts	
12	Other Grant Receipts	
13	Other : Bond Refinanced	119,350
14	Other :	
15	Other :	
16	Other :	
17	<b>Total Public Housing Income</b>	1,782,826
18		
19	<b>Expenditures for Public Housing</b>	
20	Capital Fund Expenditures	360,230
21	New Development Expenditures	391,554
22	Anti-Crime and Security Expenditures	67,500
23	Resident Services Expenditures	17,000
24	Program Administration Expenditures	832,651
25	Contributions to Reserve Account	(5,459)
26	<b>Total Public Housing Expenditures</b>	1,782,826
27		
28	<b>Income/Receipts for Tenant-Based Assistance</b>	
29	Annual HAP Contribution	



30	Administrative Reserve Interest Income	
31	<b>Total Tenant-Based Income</b>	
32		
33	<b>Expenditures for Tenant-Based Assistance</b>	
34	HAP Payment to Owners	
35	Program Administration Expenditures	
36	Contributions to Administrative Reserve	
37	<b>Total Tenant-Based Expenditures</b>	
38		
39	<b>Public Housing Reserves</b>	652,954
40	<b>Tenant-Based Administrative Reserves</b>	

3-1

## ELIGIBILITY, SELECTION, AND ADMISSIONS POLICY

---

The policies that govern eligibility, selection, and admission in the Housing Authority of Richmond's Public Housing Program are found in both the Annual Plan and the Admissions and Continued Occupancy Policy (ACOP). They contain all the relevant policies required under this Section of the Annual Plan. The titles of these policies are the ACOP which is Attachment KY016a01.

## RENT DETERMINATION

---

The Housing Authority of Richmond operates a Public Housing Program. We have decided to set the following rent policies for the Public Housing Program.

1. We are retaining the calculation of rent payment at greater of 30% of adjusted monthly income, 10% of monthly income, or shelter rent.
2. We are adding any income exclusions to the statutory ones in the calculation of adjusted income to further give working families an incentive by giving an additional 20% deduction from income of head of household.
3. We are phasing in rent for qualified residents that transition from welfare to work according to Section 508 of QHWRA. There will be no increase in their rent for the first year, it will increase 50% of the normal increase in the second year, and will fully phase in for the third year.
4. We have established a minimum rent of \$50.00.

Development	Flat Rent
Robinson Terrace	
Smith Village	
Dillingham Heights	
One Bedroom	\$225

Two Bedroom	\$275
Three Bedroom	\$325
Four Bedroom	\$375
Five Bedroom	\$425

Willis Manor	
Efficiency	\$225
One Bedroom	\$255

## 5-1

### CAPITAL IMPROVEMENTS NEEDS ASSESSMENT

**HOUSING AUTHORITY:** Richmond

**DEVELOPMENT NAME:** Smith Village – KY16-004

### PHYSICAL NEEDS

#### Site Improvements Estimated Cost

Streets and Roads		
Parking Areas	Resurfacing	10,000
Curbs and Gutters	Repair	10,000
Landscaping		10,000
Grading		
Sewers		
Water Lines	Upgrade	111,608
Gas Lines	Upgrade/repair	50,000
Electrical System	Upgrade	10,000

Sub-soil Conditions			
Playground and Tot-Lots	Upgrade	5,000	
Miscellaneous			
Other:	Tree Trimming	10,000	
Other:	Vinyl siding repair	300,000	
Other:	Concrete repair	100,000	
Other:			
<b>Subtotal:</b>			616,608
<b>Dwelling Units</b>		<b>Estimated Cost</b>	
Structural Problems			
Laundry Facilities/Hook-ups			
Closets			
Common Areas			
Equipment Space			
Tenant Storage Space	Buildings	100,000	
Roofing	Insulation	60,000	
Plumbing	Upgrade/repair	25,000	
Electrical	Upgrade/repair	25,000	
Heating	Replacement	20,000	
Air Conditioning	Replacement	10,000	
Lead-Based Paint, Asbestos, Etc.			
Accessibility, 504, Etc.			
Lighting Fixtures		5,000	
Kitchens	Cabinets/range hoods	350,000	
Painting and Plastering			
Flooring			
Windows			
Doors			
Bathroom Renovation		500,000	
Locks and Hardware		10,000	
Appliances		5,000	
Elevators			
New Amenities			
Other:	Security screens	321,000	
Other:			
Other:			

Other:	_____	_____
<b>Subtotal:</b>		<u>1,331,000</u>
<b>Non-Dwelling Structures</b>		
		<b>Estimated Cost</b>
Administrative Building/Space		_____
Maintenance Building/Space		_____
Community Building/Space		_____
Laundry Facilities		_____
<b>Subtotal:</b>		_____
<b>Non-Dwelling Equipment</b>		
		<b>Estimated Cost</b>
Office Furniture and Equipment		_____
Maintenance Equipment		_____
Community Space Equipment	TV/VCR/Access/ Chairs/tables	10,000
Computer Equipment		_____
Automotive Equipment		_____
<b>Subtotal:</b>		<u>10,000</u>
<b>Development-Oriented Management Improvements</b>		
		<b>Estimated Cost</b>
Specific Need	_____	_____
Specific Need	_____	_____
Specific Need	_____	_____
<b>Subtotal:</b>		_____
<b>TOTAL DEVELOPMENT NEEDS:</b>		<u>1,957,608</u>



## CAPITAL IMPROVEMENTS NEEDS ASSESSMENT

**HOUSING AUTHORITY:** Richmond  
**DEVELOPMENT NAME:** Willis Manor – KY16-003

### PHYSICAL NEEDS

#### Site Improvements

#### Estimated Cost

Streets and Roads

Parking Areas

25,000

Curbs and Gutters

Landscaping

5,000

Grading

Sewers

Water Lines

Gas Lines

Electrical System

Sub-soil Conditions

Playground and Tot-Lots

Miscellaneous

Other: Concrete Repair

17,000

Other: Tree Trimming

20,000

Other:                                     

Other:                                     

**Subtotal:**

62,000

#### Dwelling Units

#### Estimated Cost

Structural Problems

Laundry Facilities/Hook-ups

Closets

Common Areas	Kitchen door community room	5,000
Equipment Space		
Tenant Storage Space		
Roofing		30,000
Plumbing		
Electrical		
Heating		
Air Conditioning		
Lead-Based Paint, Asbestos, Etc.		
Accessibility, 504, Etc.	5 x 5	25,000
Lighting Fixtures		
Kitchens		150,000
Painting and Plastering		
Flooring		
Windows		
Doors		
Bathroom Renovation		150,000
Locks and Hardware		
Appliances	Range hoods	30,000
Elevators		200,000
New Amenities	Mail delivery relocation	10,000
Other:		
Other:		
Other:		
Other:		
<b>Subtotal:</b>		600,000
<b>Non-Dwelling Structures</b>		<b>Estimated Cost</b>
Administrative Building/Space		
Maintenance Building/Space		
Community Building/Space		
Laundry Facilities		
<b>Subtotal:</b>		



<b>Non-Dwelling Equipment</b>		<b>Estimated Cost</b>
Office Furniture and Equipment		_____
Maintenance Equipment		_____
Community Space Equipment	TV/VCR	5,000
Computer Equipment		_____
Automotive Equipment		_____
<b>Subtotal:</b>		5,000

<b>Development-Oriented Management Improvements</b>		<b>Estimated Cost</b>
Specific Need	_____	_____
Specific Need	_____	_____
Specific Need	_____	_____
<b>Subtotal:</b>		_____

<b>TOTAL DEVELOPMENT NEEDS:</b>	667,000
---------------------------------	---------

## CAPITAL IMPROVEMENTS NEEDS ASSESSMENT

**HOUSING AUTHORITY:** Richmond  
**DEVELOPMENT NAME:** Dillingham Heights – KY016-002

### PHYSICAL NEEDS

Site Improvements	Estimated Cost
Streets and Roads	_____
Parking Areas	_____
Curbs and Gutters	_____
Landscaping	_____
Grading	_____
Sewers	_____
Water Lines	_____
Gas Lines	_____
Electrical System	_____
Sub-soil Conditions	_____
Playground and Tot-Lots	_____
Miscellaneous	_____
Other: <u>Tree trimming</u>	<u>5,000</u>
Other: <u>Steps from parking lot</u>	<u>2,500</u>
Other: <u>Repair porches “D” Bldg.</u>	<u>2,000</u>

Other:	<u>Demolition F &amp; G</u>	<u>40,000</u>
<b>Subtotal:</b>		<u>49,500</u>

  

<b>Dwelling Units</b>	<b>Estimated Cost</b>
Structural Problems	<u>                    </u>
Laundry Facilities/Hook-ups	<u>                    </u>
Closets	<u>                    </u>
Common Areas	<u>                    </u>
Equipment Space	<u>                    </u>
Tenant Storage Space	<u>50,000</u>
Roofing                                      Insulation	<u>20,000</u>
Plumbing	<u>                    </u>
Electrical                                      New Furnaces "D"	<u>15,000</u>
Heating	<u>                    </u>
Air Conditioning	<u>                    </u>
Lead-Based Paint, Asbestos, Etc.	<u>                    </u>
Accessibility, 504, Etc.	<u>                    </u>
Lighting Fixtures	<u>                    </u>

  

Kitchens	<u>                    </u>
Painting and Plastering	<u>                    </u>
Flooring	<u>                    </u>
Windows	<u>                    </u>
Doors	<u>                    </u>
Bathroom Renovation	<u>                    </u>
Locks and Hardware	<u>5,000</u>
Appliances	<u>10,000</u>
Elevators	<u>                    </u>
New Amenities	<u>                    </u>
Other:	<u>                    </u>
Other:	<u>                    </u>
Other:	<u>                    </u>
Other:	<u>                    </u>
<b>Subtotal:</b>	<u>100,000</u>

  

<b>Non-Dwelling Structures</b>	<b>Estimated Cost</b>
--------------------------------	-----------------------

Administrative Building/Space	_____	
Maintenance Building/Space	_____	
Community Building/Space	_____	
Laundry Facilities	_____	
<b>Subtotal:</b>		_____
<b>Non-Dwelling Equipment</b>		<b>Estimated Cost</b>
Office Furniture and Equipment	_____	
Maintenance Equipment	_____	
Community Space Equipment	_____	
Computer Equipment	_____	
Automotive Equipment	_____	
<b>Subtotal:</b>		_____
<b>Development-Oriented Management Improvements</b>		<b>Estimated Cost</b>
Specific Need    Replacement housing	_____	720,000
Specific Need	_____	_____
Specific Need	_____	_____
<b>Subtotal:</b>		720,000
<b>TOTAL DEVELOPMENT NEEDS:</b>		869,500

## CAPITAL IMPROVEMENTS NEEDS ASSESSMENT

<b>HOUSING AUTHORITY:</b>	<u>Richmond</u>
<b>DEVELOPMENT NAME:</b>	<u>Robinson Terrace – KY016-001</u>

### PHYSICAL NEEDS

Site Improvements	Estimated Cost
Streets and Roads	
Parking Areas	<u>30,000</u>
Curbs and Gutters	

Landscaping		10,000
Grading		
Sewers		
Water Lines		
Gas Lines		
Electrical System		5,000
Sub-soil Conditions		
Playground and Tot-Lots		10,000
Miscellaneous		
Other:	Tree trimming	20,000
Other:	Fence repair	1,000
Other:	New Fencing	5,000
Other:	Sidewalk & Porch	32,000
	Repair/Concrete	
<b>Subtotal:</b>		<b>113,000</b>
<b>Dwelling Units</b>		
		<b>Estimated Cost</b>
Structural Problems		
Laundry Facilities/Hook-ups		
Closets		
Common Areas		
Equipment Space		
Tenant Storage Space		
Roofing	Insulation	43,200
Plumbing		
Electrical		
Heating		
Air Conditioning	Replacement/repair	10,000
Lead-Based Paint, Asbestos, Etc.		
Accessibility, 504, Etc.		
Lighting Fixtures		
Kitchens		
Painting and Plastering		
Flooring		
Windows		
Doors		
Bathroom Renovation		

Locks and Hardware	<u>7,000</u>
Appliances	<u></u>
Elevators	<u></u>
New Amenities	<u></u>
Other: <u></u>	<u></u>
Other: <u></u>	<u></u>
Other: <u></u>	<u></u>
Other: <u></u>	<u></u>
<b>Subtotal:</b>	<u>60,200</u>

<b>Non-Dwelling Structures</b>	<b>Estimated Cost</b>
Administrative Building/Space	<u></u>
Maintenance Building/Space	<u></u>
Community Building/Space	<u></u>
Laundry Facilities	<u></u>
<b>Subtotal:</b>	<u></u>

<b>Non-Dwelling Equipment</b>	<b>Estimated Cost</b>
Office Furniture and Equipment	<u></u>
Maintenance Equipment	<u></u>
Community Space Equipment	<u></u>
Computer Equipment	<u></u>
Automotive Equipment	<u></u>
<b>Subtotal:</b>	<u></u>

<b>Development-Oriented Management Improvements</b>	<b>Estimated Cost</b>
Specific Need <u></u>	<u></u>
Specific Need <u></u>	<u></u>
Specific Need <u></u>	<u></u>
<b>Subtotal:</b>	<u></u>

<b>TOTAL DEVELOPMENT NEEDS:</b>	<u>173,200</u>

**6-12**

<b>AGENCY-WIDE MANAGEMENT IMPROVEMENT NEEDS</b>	
<b>HOUSING AUTHORITY:</b>	<u>KY016 - Richmond</u>



Need		Estimated Cost
Computer Hardware and/or Software		<u>5,000 x 5 = 25,000</u>
Developing Internal Control Systems		<u></u>
Training Assistance		<u>2,500</u>
Resident Programs		<u>5,000</u>
Security Needs		<u>60,000x5=300,000</u>
Other Technical Assistance		<u></u>
Specific Need	<u>Maintenance Equipment</u>	<u>50,000</u>
Specific Need	<u>Automotive Equipment</u>	<u>25,000</u>
Specific Need	<u></u>	<u></u>
<b>Total:</b>		<u>407,500</u>

Total needs for 5 years: \$4,074,808.00  
Yearly needs: \$ 814,961.60

The Housing Authority of Richmond is exercising its statutory right to demolish the lesser of 5 or 5% of its units over a five-year period without HUD approval. We are planning to four units Dillingham Heights KY16-002. We anticipate completing this activity no later than May 30, 2001.

## **SAFETY AND CRIME PREVENTION**

---

The Housing Authority of Richmond received PHDEP Technical Assistance in 1993 and from 1993 to 1998 has written and received six PHDEP grants. The formal TA report and the data gathered for the subsequent PHDEP applications has been used as the basis for our PHDEP/Safety and Crime Prevention Plan. The Housing Authority has analyzed the problems and outlined the planned measures to improve safety and to eliminate the crime and drug-related problems in and around our developments. The formal TA report and successful PHDEP applications are on file at the Housing Authority.

### **1.0 Overview/Background**

In accordance with the Quality Housing and Work Responsibilities Act of 1998 the Housing Authority of Richmond has established this PHDEP/Safety and Crime Prevention Plan which incorporates the following requirements:

- A. Safety Measures on a jurisdiction-wide basis to ensure the safety of the residents living in public housing owned and operated by the Housing Authority of Richmond.
- B. The Housing Authority of Richmond PHDEP/Safety and Crime Prevention Plan has been established in consultation with the Richmond Police Department. The Richmond Police Department has participated in the development of this Plan and will participate with the Housing Authority in accomplishing the goals of the Plan. This is evident in the six PHDEP applications previously mentioned and on file.
- C. The Safety and Crime Prevention Plan describes measures to ensure the safety of public housing residents and measures to prevent crime. This Plan describes activities in effect, planned, or contemplated by the Housing Authority of Richmond. This Plan describes the coordination planned undertaken between the Housing Authority of Richmond and the Richmond Police Department for carrying out the objectives of this Plan.

The Housing Authority of Richmond is located in Richmond, KY, a medium-sized community in Madison County in the central section of the State.

The Housing Authority of Richmond owns and operates four developments totaling 307 units. The developments are scattered throughout the City of Richmond.

Name of Development	Project Number	OBR	1BR	2BR	3BR	4BR	5BR	TOTAL
Robinson Terrace	KY16-01	0	3	50	18	1	0	71
Dillingham Heights	KY16-02	0	2	24	8	2	0	36
Willis Manor	KY16-03	60	39	1				100
Smith Village	KY16-04	0	18	32	38	8	4	100
TOTAL								307

## 2.0 Safety and Crime Prevention Needs of our Developments

There is a disproportionate amount of drug-related crime for its small population size of less than 30,000 people. The Housing Authority developments are being used by drug sellers as “distribution centers.” Both the Housing Authority developments and the surrounding neighborhoods are being negatively impacted by this situation.

Drug-related crimes have been increasing in the City of Richmond, in both the Housing Authority developments and surrounding neighborhoods. Crimes that are typically reported include assault, robbery, burglary, and larceny theft. Crack cocaine and marijuana are the major types of drugs being used in the community.

The Housing Authority of Richmond determined that there was a need to adopt measures to ensure the safety of public housing residents.

The Housing Authority of Richmond had limited staff resources to develop a comprehensive database of drug/crime information to document the nature and extent of this problem. The condition was further compounded by inability of the Richmond Police Department to make drug/crime statistics available to the Housing Authority staff to assist in creating and implementing prevention programs that target local needs.

The Housing Authority of Richmond received technical assistance from HUD in the form of a PHDEP Technical Assistance Contract to identify the nature and extent of drug/crime activity within the community and to develop a community-based plan for what to do and how to approach these issues. The PHDEP Technical Assistance contractor performed the following duties:

- A. Prepared a comprehensive database of crime statistics and qualitative information based on site observations and interviews with residents, community leaders and agency representatives.

- B. Identified priorities to be taken by the Housing Authority of Richmond in their

## **8-2**

efforts to eradicate drug/crime activity and actions to expand overall resources and services.

- C. Developed a comprehensive community-based plan that enlists the support of key community leaders in its implementation.
- D. Made recommendations for reducing the amount of drug and criminal activity and for developing a solution-focused plan to help the Housing Authority of Richmond to effectively address our local security and crime problems.

### **3.0 Goals and Objectives**

The Housing Authority of Richmond has established the following goals and objectives in the safety and crime area:

- A. Reduce crime in the public housing developments to a level equal to or less than their surrounding neighborhoods.
- B. Develop strategies and tactics, in coordination with the Richmond Police Department, to combat crime in and around the Housing Authority of Richmond's developments.
- C. Establish working relationships with local service providers.
- D. Measure prevention goals as follows:
  - 1. RYSP – Maintain participation community-wide at the current level of 550-600 kids per season.
  - 2. PAL – Maintain participation at the current level of 60-80 kids per semester primarily from in and around our developments.
  - 3. Pop Warner – increase the participation community-wide from the current 300 to 450 kids per season.
  - 4. HART – Maintain tutoring participation at the current level of 80-100 per semester primarily from in and around our developments.
  - 5. Job Training – Maintain an average of 8-10 participants per semester in the non-traditional Women in Construction.

### **4.0 Current Safety and Crime Prevention Activities**

The Housing Authority of Richmond has developed an Action Plan for dealing with the security, drug and crime issues in its developments and for collaborating with community-wide officials and agencies to provide the resources needed. The Action Plan includes the following on-going tasks:

- A. Implement training programs with the Richmond Police Department.
- 8-3**
- B. Implement a community-policing program.
- C. Create a community meeting spaces in Smith Village and Robinson Terrace.
- D. Organize a local Boys and Girls Club at Jones Homes.

In addition, the Housing Authority of Richmond intends to accomplish the following tasks in the next year:

- A. Organize the Housing Authority of Richmond Tenant Advisory Council.
- B. Prepare a CPTED master plan (street lighting, sidewalks, landscaping, open space improvements) for the Housing Authority developments.
- C. Continue implementation of community-wide projects that have an extremely positive effect on people in and around our developments from the prevention standpoint. These include but are not limited to our RYSP (Richmond Youth Sports Program), PAL (Police Activities League), Pop Warner Little Scholars Football League, HART (Housing Authority of Richmond Tutoring), and the Women in Construction job training program.

The Housing Authority of Richmond does not have the financial resources to fund these planned activities. Therefore, the Housing Authority of Richmond applied for Public Housing Drug Elimination funds in FY 1993 and every FY since and constantly identifies other sources of funding support for the programs planned. The success of the PHDEP/Security and Crime Prevention Plan established for the Housing Authority of Richmond has been dependent upon being awarded PHDEP funds and successfully obtaining non-HUD funding such as FAF bond refinancing funds, ESS funds from the County Board of Education, DOT funds for job training and other funds raised with our partners.

## **PET POLICY**

---

In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), this Section is not being submitted until HUD completes its rulemaking process and we have had a chance to effectively deal with the new requirements.

**9-1**

**CIVIL RIGHTS CERTIFICATION**

---

The Housing Authority of Richmond does hereby agree and certify that it will carry out this Agency Plan (both our Five-Year Plan and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

---

Shirley Hacker, Executive Director

---

Date



**10-1**  
**ANNUAL AUDIT**

---

In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), our annual audit is not being submitted with this document because HUD has already received a copy of the audit. If anyone wants to view the annual audit of the Housing Authority of Richmond, they can do so by coming to our office during normal working hours and requesting to see it.

11-1  
**RESIDENT COMMENTS**

---

The Housing Authority of Richmond has engaged in an extensive process of seeking resident and public comments on our Agency Plan. In the course of compiling the Plan we engaged in the following process.

Attached are copies of the advertisement we ran, sign-in sheets from the public hearing, minutes of our meetings with the Resident Advisory Board, and other relevant information.

As a result of this effort, we received the following comments and responded to them in the following manner.

Public Hearing  
Smith Village Community Room  
March 14, 2000

Board Members Present: Ann Kindred and Sylvia Powell

Shirley Hacker explained the inspection process to those present.

Question: Linda Horn asked why don't we have carbon monoxide detectors in the apartments?

Shirley: We have found that they are one-time use units, and very expensive. Our units are not air-tight and maintenance has been instructed to check the vent pipes each time they are

in the units for some other reason. When costs come down, or detectors can be used more than once, then it may be feasible to get them.

Question: Julia Tyson stated that we need a new chain link fence behind Smith Village going to Four Mile Avenue. People are climbing over it and it is need of repair.

Shirley: Explained the one-way in, one-way out though, to allow for more parking, and better security of who is on property and who is not. But, we have to get City approval to do that.

Julia: Stated it may be City streets for that, but when you call about snow removal they will tell you it's private property.

Shirley Hacker explained that there was not a quorum of the Board present and there would have to be a separate meeting to adopt Resolution #635.

Shirley Hacker explained the ACOP and changes to the grievance procedure.

## **12-1**

Stanley Todd arrived making a quorum of the Board present.

At this time Shirley Hacker read Resolution #635. Stanley Todd called for a motion to accept the resolution. A motion was made by Ann Kindred to accept Resolution #635. Motion was seconded by Sylvia Powell. Stanley Todd asked for questions from the audience and if everyone understood the Resolution as read. All in favor vote aye, no protest, motion passed.

Question: Rita Caufield, Legal Aide Attorney asked about the process of Capital Fund Request.

Shirley: Explained that residents submitted wish lists, resident council made lists and maintenance submitted needs and that the Resident Council prioritized the list.

Stanley Todd asked for a motion to adjourn the meeting. Motion was made by Ann Kindred and seconded by Sylvia Powell. Adjourned at 7:38 p.m.

## **Additional Resident Comments from survey 3/14/2000:**

Linda Horn – 18A Robinson Terrace: We need more security, lights, fencing to help keep undesirables from bothering residents. The playground needs upgrading. We do not need a mail or rent drop box at the cost that is estimated.

Joyce Barrett – 11A Robinson Terrace: Parking spaces and security lighting are needed most. Landscaping would be nice.

Margaret Gwynn – 1C Robinson Terrace: Improve the looks of our neighborhood, adding landscaping and trying to get grass in some areas. The vents need cleaning.

Angela Kaylor – D4 Dillingham Heights: Parking is a problem. We need more police surveillance and security lighting. We need cable access and telephone access upstairs in the D Building. Playground needs to be improved.

Linda Hammons – 215 Willis Manor: Handicap showers would be good for those persons in wheelchairs. Security on outside doors is needed real bad.

Jack Jones – 511 Willis Manor: Parking spaces and security is a big issue at Willis Manor. Handicap showers would help.

Julia Tyson – 422D Smith Village: Upgrade the kitchens and improve security especially screens and lighting.

Earl Morris – 422A Smith Village: Kitchen cabinets need replacing, and kitchens need to be improved.

## **12-2**

Housing Authority Response:

Security will be given a priority in all complexes as far as funding will allow. Several years of allotments will probably be needed to accomplish good security.

Playground in Dillingham will be upgraded in the current CGP budget, as will some additional parking in Robinson Terrace.

Due to the limited amount of money available, the Housing Authority will endeavor to accomplish the resident requests in a timely manner, even if we have to utilize several funding cycles.

**Comments from other resident meetings include:**

**From Willis Manor:**

Mike Sullivan stated that security for the residents needs to move forward.

Response: It was explained that that request is now undergoing work by our new architect and hopefully will soon be ready for bids.

Linda Hammons and Jack Jones stated that the residents needs more planned activities.

Response. The Housing Authority is willing to schedule events, but needs tenant involvement and help if the activities are planned. Staffing and time eliminates help from the Housing Authority in some instances.

**From Smith Village:**

Julia Tyson stated that we need security screens and new kitchen cabinets.

Earl Morris stated that the residents need to help keep trash picked up so we look better. We need playground for our children and more security lights.

**From Robinson Terrace:**

Linda Horn stated ceiling fans would be nice. They would help circulate cool air from the air conditioner.

Margaret Gwynn stated a different color paint for apartments and a nice glass door would make us happy.

**12-3**

**From Dillingham Heights:**

Angela Kaylor stated we need more playground things and a pavilion so we can have a nicer place for our fun days.

**Response:**

The Housing Authority has already planned playground upgrade and pavilions. Security lighting is also being addressed. Security screens and kitchen cabinets will be addressed and will be a priority as money allows.

12-4

**CERTIFICATION OF CONSISTENCY  
WITH CONSOLIDATED PLAN**

---

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

Applicant Name: Housing Authority of Richmond

Project Name: Housing Authority Capital Funding

Location of Project: 502 Ellis Court

Richmond, KY 40475

Name of Federal  
Program to which the  
Applicant is applying: Capital Funding

Name of  
Certifying Jurisdiction: Kentucky Housing Corporation  
Commonwealth of Kentucky

Certifying Official  
Of the Jurisdiction  
Name: F. Lynn Luallen

Title: Chief Executive Officer

Signed: by above  
Date: March 27, 2000

Original will be provided by the Housing Authority of Richmond in hard copy format.

**13-1**

**Drug Free Workplace Certification**

Hard Copy of Drug Free Workplace Certification mailed to local HUD Office.







## RESIDENT COMMENTS

---

The Housing Authority of Richmond has engaged in an extensive process of seeking resident and public comments on our Agency Plan. In the course of compiling the Plan we engaged in the following process.

Attached are copies of the advertisement we ran, sign-in sheets from the public hearing, minutes of our meetings with the Resident Advisory Board, and other relevant information.

As a result of this effort, we received the following comments and responded to them in the following manner.

Public Hearing  
Smith Village Community Room  
March 14, 2000

Board Members Present: Ann Kindred and Sylvia Powell

Shirley Hacker explained the inspection process to those present.

Question: Linda Horn asked why don't we have carbon monoxide detectors in the apartments?

Shirley: We have found that they are one-time use units, and very expensive. Our units are not air-tight and maintenance has been instructed to check the vent pipes each time they are in the units for some other reason. When costs come down, or detectors can be used more than once, then it may be feasible to get them.

Question: Julia Tyson stated that we need a new chain link fence behind Smith Village going to Four Mile Avenue. People are climbing over it and it is need of repair.

Shirley: Explained the one-way in, one-way out though, to allow for more parking, and better security of who is on property and who is not. But, we have to get City approval to do that.

Julia: Stated it may be City streets for that, but when you call about snow removal they will tell you it's private property.

Shirley Hacker explained that there was not a quorum of the Board present and there would have to be a separate meeting to adopt Resolution #635.

Shirley Hacker explained the ACOP and changes to the grievance procedure.

Stanley Todd arrived making a quorum of the Board present.

At this time Shirley Hacker read Resolution #635. Stanley Todd called for a motion to accept the resolution. A motion was made by Ann Kindred to accept Resolution #635. Motion was seconded by Sylvia Powell. Stanley Todd asked for questions from the audience and if everyone understood the Resolution as read. All in favor vote aye, no protest, motion passed.

Question: Rita Caufield, Legal Aide Attorney asked about the process of Capital Fund Request.

Shirley: Explained that residents submitted wish lists, resident council made lists and maintenance submitted needs and that the Resident Council prioritized the list.

Stanley Todd asked for a motion to adjourn the meeting. Motion was made by Ann Kindred and seconded by Sylvia Powell. Adjourned at 7:38 p.m.

#### **Additional Resident Comments from survey 3/14/2000:**

Linda Horn – 18A Robinson Terrace: We need more security, lights, fencing to help keep undesirables from bothering residents. The playground needs upgrading. We do not need a mail or rent drop box at the cost that is estimated.

Joyce Barrett – 11A Robinson Terrace: Parking spaces and security lighting are needed most. Landscaping would be nice.

Margaret Gwynn – 1C Robinson Terrace: Improve the looks of our neighborhood, adding landscaping and trying to get grass in some areas. The vents need cleaning.

Angela Kaylor – D4 Dillingham Heights: Parking is a problem. We need more police surveillance and security lighting. We need cable access and telephone access upstairs in the D Building. Playground needs to be improved.

Linda Hammons – 215 Willis Manor: Handicap showers would be good for those persons in wheelchairs. Security on outside doors is needed real bad.

Jack Jones – 511 Willis Manor: Parking spaces and security is a big issue at Willis Manor. Handicap showers would help.

Julia Tyson – 422D Smith Village: Upgrade the kitchens and improve security especially screens and lighting.

Earl Morris – 422A Smith Village: Kitchen cabinets need replacing, and kitchens need to be improved.

Housing Authority Response:

Security will be given a priority in all complexes as far as funding will allow. Several years of allotments will probably be needed to accomplish good security.

Playground in Dillingham will be upgraded in the current CGP budget, as will some additional parking in Robinson Terrace.

Due to the limited amount of money available, the Housing Authority will endeavor to accomplish the resident requests in a timely manner, even if we have to utilize several funding cycles.

**Comments from other resident meetings include:**

**From Willis Manor:**

Mike Sullivan stated that security for the residents needs to move forward.

Response: It was explained that that request is now undergoing work by our new architect and hopefully will soon be ready for bids.

Linda Hammons and Jack Jones stated that the residents needs more planned activities.

Response. The Housing Authority is willing to schedule events, but needs tenant involvement and help if the activities are planned. Staffing and time eliminates help from the Housing Authority in some instances.

From Smith Village:

Julia Tyson stated that we need security screens and new kitchen cabinets.

Earl Morris stated that the residents need to help keep trash picked up so we look better. We need playground for our children and more security lights.

From Robinson Terrace:

Linda Horn stated ceiling fans would be nice. They would help circulate cool air from the air conditioner.

Margaret Gwynn stated a different color paint for apartments and a nice glass door would make us happy.

From Dillingham Heights:

Angela Kaylor stated we need more playground things and a pavilion so we can have a nicer place for our fun days.

Response:

The Housing Authority has already planned playground upgrade and pavilions. Security lighting is also being addressed. Security screens and kitchen cabinets will be addressed and will be a priority as money allows.

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 50100 FFY of Grant Approval: 06/2000

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	65000
4	1410 Administration	25000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	40000
8	1440 Site Acquisition	
9	1450 Site Improvement	116000
10	1460 Dwelling Structures	119550
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>365,550</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	60000
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
KY016-001 Robinson Terrace	Playground	1450	10000
KY016-001 Robinson Terrace	Parking	1450	60000
KY016-002 Dillingham	Steps from Parking Lot	1450	6000
KY016-002 Dillingham	Demolition of H Building	1460	25000
KY016-002 Dillingham	Cable D buildings Upstairs	1460	5000
KY016-003 Willis Manor	Concrete Repair	1450	15000
KY016-003 Willis Manor	Refinish Kitchen, cabinets, new counter top, Kitchen sinks	1460	100000
KY016-004 Smith Village	Range Hoods	1460	14550
KY016 PHA Wide	Computer	1475	5000
KY016 PHA Wide	Safety & Security	1408	60000
KY016 PHA Wide	A/E Management Consultant	1430	40000
KY016 PHA Wide	Salary Reimbursements	1410	25000
			365550

**Annual Statement****Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
KY016-001 Robinson Terrace	4-1-2002	4-1-2003
KY016-002 Dillingham	4-1-2002	4-1-2003
KY016-003 Willis Manor	4-1-2002	4-1-2003
KY016-004 Smith Village	4-1-2002	4-1-2003
KY016 PHA Wide	4-1-2002	4-1-2003





# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

- A. Amount of PHDEP Grant \$ \_\_\_\_\_
- B. Eligibility type (Indicate with an “x”) N1\_\_\_\_\_ N2\_\_\_\_\_ R X\_\_\_\_\_
- C. FFY in which funding is requested \_\_\_\_\_
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Housing Authority of Richmond Public Housing Drug Elimination Program plan stresses prevention activities in and around our developments and in the community as a whole. We have partnered with over 30 entities in our County to provide these activities. These activities consist of tutoring, RYSP basketball, Pop Warner Football, PAL Karate and educational and economic opportunities. Expected outcomes are measured by number of participants and by reduction of certain selected crime in our areas and the community as a whole.

## **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Robinson Terrace	71	459*
Smith Village	100	648*
Dillingham Heights & Unnamed	36	243*

\*Note: In and around.

## **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months X \_\_\_\_\_ 24 Months \_\_\_\_\_ Other \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	167,500.00	KY36DEP160195	0	N/a	Complete
FY 1996	153,500.00	KY36DEP160196	0	N/a	Complete
FY 1997	92,100.00	KY36DEP160197	0	N/a	Complete
FY1998	92,100.00	KY36DEP160198	0	N/a	Complete
FY 1999	67,522.00	KY36DEP160199	\$32,246.56	None	12-15-2000

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Housing Authority of Richmond Public Housing Drug Elimination Program plan stresses prevention activities in and around our developments and in the community as a whole. We have partnered with over 30 entities in our County to provide these activities. These activities consist of tutoring, RYSP basketball, Pop Warner Football, PAL Karate and educational and economic opportunities. Expected outcomes are measured by number of participants and by reduction of certain selected crime in our areas and the community as a whole.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY __2000__ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	67,522.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	67,522.00

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Community Policing					0	40,285.00	>4.5% of City
2.							
3.							

9120 - Security Personnel –N/a					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDDP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators –N/a					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol –N/a						Total PHDEP Funding: \$	
-------------------------------------	--	--	--	--	--	-------------------------	--

Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements –N/a					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.HART	50				35,000	75,000	
2.RYSP	500				5,000	85,940	
3.PAL	60				5,000	18,000	

4. Pop Warner Football	300				11,890	58,100	
5. Ed Opps	4				10,632	0	

9170 - Drug Intervention-N/a					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

3.							
----	--	--	--	--	--	--	--

9180 - Drug Treatment –N/a					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs –N/a					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	All activities	67,522	All activities	67,522

9170				
9180				
9190				
<b>TOTAL</b>		\$67,522.00		\$67,522.00

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

## **ADMISSION POLICY FOR DECONCENTRATION**

---

### ***DECONCENTRATION POLICY***

It is The Housing Authority of Richmond's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of Richmond will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

### ***DECONCENTRATION INCENTIVES***

The Housing Authority of Richmond may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.



## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year.

Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KY-016-001	Robinson Terrace		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Fencing / Lighting			40000
Sidewalks			10000
Attic Insulation			35500
Total estimated cost over next 5 years			85500

## Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year.

Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KY-016-002	Dillingham		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Lighting			5000
Demolition			15000
Furnace D type buildings			50000
Attic Insulation			15200
Total estimated cost over next 5 years			85200

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KY-016-003	Willis Manor		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchens		100000	2002
Community Room Expansion		175000	2005
Kitchen Doors		3500	2005
Total estimated cost over next 5 years		278500	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year.

Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KY-016-004	Smith Village		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen Cabinets 30 units		65000	2002
Kitchen Cabinets 70 units		220000	2003
Security Screens		87300	2004
Attic Insulation		35000	2004
Drain Cleanouts		48000	2004
Vinyl Siding / Repair poarch		57000	2005
Total estimated cost over next 5 years		1072330	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year.

Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KY-016	PHA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A/E		40000	2001
Salary Reimbursements		25000	2001
Computer Upgrade		5000	2001
Safety & Security		60000	2001
A/E		40000	2002
Salary Reimbursements		25000	2002
Computer Upgrade		5000	2002
Safety & Security		60000	2002
A/E		40000	2003
Salary Reimbursements		25000	2003
Computer Upgrade		5000	2003
Safety & Security		60000	2003
A/E		40000	2004
Salary Reimbursements		25000	2004
Computer Upgrade		5000	2004
Safety & Security		60000	2004
Total estimated cost over next 5 years		520000	



## **MOST RECENT BOARD APPROVED BUDGET**

---

The most recent Board approved budget (FY2000-FY2001 July 1, 2000 through June 30, 2001) was approved by the Board of Commissioners in a meeting held on April 12, 2000 and was submitted to our local HUD Field Office in hard copy format.

## **NOT APPLICABLE - HIGH**

---

As a high performing housing authority we are not required to complete the following Sections of the Annual Plan according to the February 18, 1999, Interim Rule.

1. Executive Summary
2. Grievance Procedure
3. Designated Public Housing
4. Conversion of Public Housing
5. Home Ownership
6. Community Service and Self Sufficiency
7. Asset Management
8. Troubled Housing Authority Requirements
9. Operation and Management



**PHA CERTIFICATIONS OF COMPLIANCE WITH THE PHA  
PLANS AND RELATED REGULATIONS  
BOARD RESOLUTION TO ACCOMPANY THE PHA PLAN**

---

Certifications of Compliance with Public Housing Agency Plans and Related Regulations were adopted by the Board of Commissioners on March 14, 2000 and signed by the Chairman of the Board of Directors on April 12, 2000.

Hard copy original is included with our submission to our local HUD office.